

**MINUTES OF BOARD OF COMMISSIONERS
WORK SESSION AND REGULAR MEETING
SEPTEMBER 27, 2017**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Kaithern at 7:00pm. The Open Public Meetings Statement was read by Mayor Kaithern who then led those present in the flag salute. Mayor Pamela Kaithern, Deputy Mayor Burke and Commissioner Carol Sabo answered roll call. Also in attendance: Municipal Clerk Suzanne Stocker, Deputy Clerk Theresa Entead and Solicitor Chris Gillin-Schwartz.

WORK SESSION - OLD BUSINESS:

NFIP Community Rating System:

Mayor Kaithern spoke of two proposals which were received for a Community Rating System (CRS) Coordinator. Mayor Kaithern indicated that one of the proposals which was received was from the Borough's Tax Assessor, Louis Belasco. The Board of Commissioners decided to move forward with the appointment of Louis Belasco as CRS Coordinator for the Borough West Cape May. This title will be added as an additional duty as the title of Tax Assessor and Mr. Belasco will receive a \$3,000 salary increase for these duties.

Verizon Wireless Proposal:

Nothing new to report.

Review of Properties with Municipal Liens:

Solicitor Gillin-Schwartz spoke of the Ordinance which was being introduced for the Borough to acquire Block 40, Lot 3. Mr. Gillin-Schwartz indicated that he is working with other lien holders and their representatives to work on the redemption of those liens and acquisition of the properties.

Dark Skies/Downward Facing Lights:

Nothing new to report.

Vegetation and Tree Ordinance Revisions:

Solicitor Gillin-Schwartz reviewed the changes which were made to the Ordinances, as discussed at the last meeting. Mayor Kaithern reviewed the proposed changes which were submitted by a subcommittee of the Shade Tree Commission. Solicitor Gillin-Schwartz will amend Ordinances to clarify Shade Tree Commission comments.

Speed Limit Signs:

Clerk Stocker confirmed that funds are not in the current budget for the purchase of a digital speed limit sign. Mayor Kaithern asked that this funding be added to next year's budget discussion. Deputy Mayor Burke will follow up with Public Works relative to the purchase and placement of regular metal speed limit signs.

PRC Liquor License:

Clerk Stocker reached out to the individuals who expressed interest in the bid packages from last fall and asked those individuals to provide feedback on what would make this liquor license more attractive to bidders. No feedback had been received yet.

WORK SESSION - NEW BUSINESS:

JIF Insurance Requirements:

Michael McLaughlin from Marsh McLennan Agency, as well as Lauren Vitelli as the Borough's JIF representative spoke with representatives of the West Cape May Volunteer Fire Company relative to insurance requirements for hosting special events wherein the fire company is rented by an outside party. Representatives of the WCMVFC which were present for this discussion were: Chuck McPherson, Barbara McPherson, David Peck, and Greg Basile. It was discussed that the WCMVFC should be utilizing the Use of Facilities Agreement and obtaining Certificates of Insurance, each time the banquet hall is rented for an event. The members were provided with samples of each of these documents and Clerk Stocker indicated that she would also email these forms for their use. Mr. McLaughlin expressed the importance of having these documents on file, so keep the Borough and VFC covered in the event of any claims.

Mr. McLaughlin briefly spoke about annual physical examinations for firefighters. Although these exams are not required for volunteer firefighters, they are strongly encouraged. Chief McPherson indicated that physical exams are performed on an annual basis for all members and a copy is placed in each firefighter's personnel file.

PUBLIC PORTION:

No Public Comment

REVIEW OF REGULAR MEETING: Mayor Kaithern reviewed the Consent Agenda and Non-Consent agenda items.

CONSENT AGENDA: On motion of Commissioner Sabo, seconded by Deputy Mayor Burke, the following Consent Agenda was unanimously approved on roll call vote.

Minutes:

September 13, 2017 – Work Session/Regular Meeting (*as amended*)

Ordinances for Introduction and Publication:

- 527-17 An Ordinance Authorizing the Acquisition by the Borough of Block 40, Lot 3 in West Cape May
- 528-17 An Ordinance Amending Section 27-32 of the Borough Code Regarding Zoning Permits

Resolutions:

- 134-17 Authorize Special Event Permit to Cape May NJ State Film Festival
- 135-17 Release of Performance Bond Fees – Cape Island Investments, LLC
- 136-17 Approving Catering Permits – Chamberlain Hospitality Group, Inc.
- 137-17 Amending the Employee Policy and Procedures Manual of the Borough of West Cape May
- 138-17 Approving Social Affairs Permit – The Cape May Forum Chautauqua at the Shore
- 139-17 Authorizing an Addendum to the Interlocal Services Agreement between the Borough of West Cape May and the City of Cape May for Potable Water at Bulk Rate
- 140-17 Bill Payment

NON-CONSENT AGENDA

Resolutions:

141-17 Appointing Louis Belasco, Borough Tax Assessor, as the
Community Rating System (CRS) Coordinator for the Borough of
West Cape May

*By Motion of Deputy Mayor Burke, seconded by Commissioner Sabo, and approved
by roll call, Resolution 141-17 was approved.*

Ordinances for Second Reading and Public Hearing:

NONE

COMMISSIONER REPORTS

Commissioner Sabo had nothing to report.

Deputy Mayor Burke spoke of the completion of the maintenance upgrades to the firehouse and that the Public Works employees have moved on to upgrading the borough hall building.

Mayor Kaithern spoke about the upcoming Lima Bean Festival on October 7th with a raindate of October 8th.

PUBLIC PORTION

When no one wished to speak, the meeting was adjourned at 8:17pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Stocker, RMC
Municipal Clerk